



Date: August 7, 2024  
To: Emeritus Professors  
From: Prof. Naama Brenner, Executive Vice President for Academic Affairs

Dear all,

**Subject: Fund for Academic Activities of Emeritus Professors**

In preparation for the 2024-2025 academic year, I would like to remind you that, in order to receive the Scientific Relations Fund allocation, an active Emeritus professor's declaration form must be submitted through the personal portal no later than September 30, 2024.

Related Information:

1. Every Emeritus Professor who has retired is allocated an annual budget by the administration, subject to eligibility criteria. This personal research budget can be used for hiring employees, purchasing materials and office equipment, and funding travel for training. The allocation amounts to 70% of the budget for the International Scientific Relations Fund at the full professor level. For details on how to withdraw funds from the fund, please refer to the explanation on the next page.
2. The annual allocation for an Emeritus Professor in the 2024-2025 academic year is \$9,555.
3. Unused funds can be carried over for up to 3 years.
4. Eligibility Criteria  
Following the guidelines of the Council for Higher Education from December 4, 2016, receiving the annual allocation is contingent upon the approval of the following declarations:
  - a. I am active academically/research-active at the Technion and am obligated to adhere to Technion regulations and procedures that apply to faculty members at the institution.
  - b. In my academic activities, I represent the Technion.
  - c. I do not hold a managerial position at any other academic or research institution\*.
  - d. I am not employed by another employer\*, including an academic or research institution, in a position greater than 50%.
  - e. My academic center of life is at the Technion.
  - f. My permanent residence is in Israel.

\* For the purpose of determining eligibility, subsidiaries of the Technion and/or affiliated institutions (including the Technion Research and Development Foundation and the Neaman Institute) will not be considered as an "other institution" or "other employer."

In order to receive the allocation, all the above criteria must be met. Special cases will be discussed by the Exceptions Committee as outlined below.

5. Eligibility Determination Process

To determine your eligibility, you must complete the **"Active Emeritus/Emerita Declaration Form"** on the personal portal.



**Please note –**

**In order to receive the allocation for the 2024-2025 academic year, the form must be completed on the portal no later than September 30, 2024.**

If you do not meet one or more of the criteria outlined in Section 4 above, you may attach a reasoned request to the form for discussion by the Exceptions Committee. The request will be reviewed by the Exceptions Committee, which consists of the Deputy Vice President for Academic Affairs, Director General of Finance, and a representative from the Emeritus Faculty; their decision will be final.

6. Access to the portal is via username and password, using the following links:

<http://portal.technion.ac.il> (from a Technion network computer)

<http://portalex.technion.ac.il/irj/portal/external> (from an external computer)

Access the **forms system** in the portal – **create a new form** – select **form (16) “Active Emeritus/Emerita Declaration”** – enter the form and fill out the declaration. After completing the declaration, click **submit the request**.

7. Withdrawal of Funds from the Fund

To withdraw funds for training purposes, a faculty travel form must be submitted in the portal, following the standard procedure for the International Scientific Relations Fund. To withdraw funds from the fund and transfer them to the Technion Research and Development Foundation for research purposes, a request must be submitted to the Executive Vice President for Research, according to the standard procedure for Vice President for Research Funds. In this case, funds will be transferred to the Technion Research and Development Foundation to manage the research and can be used for research-related travel and research expenses (hiring employees, purchasing materials and equipment). VAT, as required by law, and an overhead fee of 10% will apply to the transfer of funds for research expenses. Requests must be submitted through the Technion portal via the provided link.

8. Assistance

For technical support related to portal access (including account creation if one does not already exist), you can contact the **Technical Support department at 04-8295600 between 7:30-19:30, or by submitting a request through the website: <http://5600.technion.ac.il>**.

For any other questions, you can contact the Academic Staff Office via email: Ms. Sherry Itzhak Halevy, [sherry.i@technion.ac.il](mailto:sherry.i@technion.ac.il).

I wish you all continued successful and fruitful work at the Technion.

Sincerely,

Prof. Naama Brenner